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Brief Accounting examination update from Number4Nonprofits: Nick has spent half an hour reviewing Xero, and has given me a number of suggestions. I was going to make the corrections he suggested and get him the information he requested (matching transactions from PayPal, UW). (should this be a 'new agenda item?')

## Member comments (10 minutes)

Timm looking vier treasures report, specifically fund tracking - should this be re-evaluated? Do they need that much

Ken explained this was from the sale of items, which is to be used to purchase new equipment.

Sean - number for laser cutter - laser cutter parts are expensive, stashing for new Sean has suggestions for tightening belt, these are non-dues monies

Grant - likes where the balances are in case of need to replace items without dipping into Budget. Once move is done, and we are settled, consider reassessing.

## Old business

### 1. Moving Update

a. Action item for this meeting: Contact Nate Ellis at Rabin to inquire about progress and see if any additional info is needed from us.

i. People responsible: Grant, John Eich

ii. Rabin sent us a LOI at the end of September, which we revised and sent back to them for review. We received an amended LOI on October 17th.

<https://docs.google.com/document/d/1C1VlzC073WDW534RGtb018GuEL9IlgKfFDRh1Y32QmbY/edit?usp=drivesdk>

1. John - we got what we asked for plus more - scaled in square footage

2. Grant - We have time to grow into our space, will be able to use it even though they are not charging us for it.

3. Right to relocate - Previously, they said if they want to move us prior to lease end, they would move us with 90 days notice. Now it says "Landlord reserves the right to relocate the tenant at Landlord's expense with 90 days' notice to similar space at OM Station.

Landlords shall commercially reasonable efforts to locate similar space at OM Station. "

- a. We need to know what they will do for us.
  - b. Should they add to it that we get the right to refuse, and if we cannot come to agreement, what is our penalty.
  - c. Question came in on via slack (1923)
    - i. #4 Rights to relocate- appears language is very open ended
4. Operating Expense - Can we see a more detailed list of these?
- a. John - this is very standard, does not think there is anything to be gained from that. Not a battle worth fighting. This is placeholder language - what we need is a real number for this.
  - b. John L - These vary from one landlord to another. We should know that number and what our fair share should be not as an aggressive stance, but a knowledgeable stance? Plays a factor in decision making process.
    - i. Ann St - Total number \$10/sq ft - not a split number, estimating \$3/sq ft
5. Condition of premise
- a. There is a \$10,000 allowance we have from them to improve to our liking.
  - b. What we have discussed from the beginning
    - i. There is a diagram with changes on it, Grant will get it for us
    - ii. They will put in 2 ADA compliant bathroom - single seaters
    - iii. They will add a new front door to the side facing Packer's Ave
      1. Should we ask them to add a second door for woodshop? Has been discussed previously. Item g
    - iv. Point E - HVAC - If we want to ac the rest of the shop, that's on us OR does this cover more? Can't tell from wording
      1. Per John E, the air will be on us
      2. Cassie F - Online comment - Language is vague and needs to be as specific, time bound, etc.
      3. James - Ask them to clarify this first before we ask for one here and one there. If that isn't good enough, then go to them with request. What is their intent to provide heat and cooling - get that in a measurable response.

- v. Point F - We could have them run everything downstream of the panel and it wouldn't be to our liking, or we could run conduit to our liking, have a master electrician certify it (this would come from our allowance).
    - 1. John L. - Will they take existing circuitry and hook it into new panel, which would get us significantly closer to goal.
    - 2. John E - Ask them to not strip away all that stuff as we may want to move some of it.
      - a. Add "Panel distribution should be consulted with tenant" - verbiage to add to LOI?
  - vi. Point G - straight forward
  - vii. Point H - They want us to get what we want from SuperNet, but John E is concerned about the cost of getting it to us, since it falls into the realm of infrastructure.
    - 1. We qualify for municipal broadband, which is cheap
6. Tenant Improvement Allowance
    - i. Luke - What the timeline we are allowed to use these funds is? Not needed in LOI, but does need to be in writing somewhere.
  7. Loading Access - Straight forward
  8. Security Deposit - Straight forward
  9. Parking - until the the guardhouse and gates goes away, we can use whatever we want. Once the ygo away, we will have dedicated stalls - 20ish, but will still have access to the other
  10. Brokerage -
  11. What did they put in - deal on square footage
    - i. They are giving us an extra year of square footage for free
    - ii. \$10,000 allowance
    - iii. Dropped price/sq ft
  12. John L thanks everyone for getting it to this point.
  13. Feb 1, 2019 will depend on how quickly Kramer Bro can get the bathrooms installed. Is this a date he feels confident about? Can get in 30 days prior. - John L - When do they anticipate having a signed lease?
    - a. Grant - theory, if we go back with changes, and they approve it, lease possible within half week earliest.
  14. Are there other tenants lined up for the rest of the building?
    - a. Arts groups interested still, 1/1000

15. Questions for Nate

- a. What is considered flex space for the HVAC
- b. What does operating expenses (NNN) entail?
  - i. Is there a limit
- c. Do we want an occupancy permit/EPA compliance
- d. More clarity in right to relocate clause
- e. Do we get moving assistance?
- f. Are we getting Lease versus Base Rental & adjustments (see LOI)
- g. Should they add to it that we get the right to refuse, and if we cannot come to agreement, what is our penalty.
  - i. Can we get it clarified in this if this would restart our lease if they relocate us?
  - ii. What is a reasonable amount to ask for if they relocate us?
- h. Clarify what they mean by HVAC
- i. Clarify electrical
- j. Stubbing up plumbing for kitchen and shop safety. - We take it from there?
- k. Would like a changing table in bathroom - flip down

16. Request for change

- a. Add "Panel distribution should be consulted with tenant" - verbiage to add to LOI? - Existing distribution connected to new panels where appropriate, additional distribution shall be by tenant

17. Additional walkthrough for OM coming up - Grant to email/slack with dates time - Thursday 1530-1700 probable

b. Report on search for alternative locations

- i. [2618 Industrial Drive, Monona](#)
  - 1. No progress on additional showings of this location due to other preferable locations
  - 2. Least favorable
- ii. 1214 Ann Street, Madison
  - 1. Luke, Ken, and a few others made an initial tour of this location on Friday, 12 October. A tour for members will occur on 19 October at 5:30pm
  - 2. They gave us gross rent - they were ill prepared to define what NNN was. They are inexperienced with commercial property. Total gross includes NNN and taxes (taxes needs clarifying)
  - 3. How much can we modify the premises? They do want someone who wants the place as it is.

4. James - Does not think there is much modification we could do without serious demolition. The big question - Can we fit ourselves into it. - Yes, but not nearly as optimal as OM
  5. Dawn - Disservice to the entire community due to multi levels and lack of ramping ability. Something will have to go onto the ground floor, which will have to have either CNC or woodshop - CNC makes more sense.
  6. John L - Familiar with building - look at it with critical eye - making it ADA compliant would increase their occupancy ability down the road for the landlord.
  7. James - Single chair lift - only half of the space is split level - Good second site
  8. John L - How long a lease Luke - 3-5 years, debatable
  9. Report: Tour 10/19/18 @1730
- iii. Northside Town Center, between 2901 and 2911 N. Sherman Ave
1. John toured this location on September 28th.
    - a. Old grocery store, bus service there, full mall parking lot, multiple retail around it. 10K sq ft with poss additional 3k. Landlord willing to build it out way nicer than we would want
      - i. Could design it as we want it
      - ii. Limited power - Has the power needed for the grocery been parsed out to surrounding businesses.
      - iii. No ground level garage door, there is one that may be available, but not guaranteed we would get first dibs on it.
      - iv. Foot traffic a concern - address with very visible sign
      - v. Across from Warner Park - some concern for sketchy neighborhood? Grant addressed this.
- c. Next steps
- i. Take changes and questions to Nate Ellis, let them get us an updated LOI, If happy, take a vote on that draft - Special session.
  - ii. Let membership know what's happening, review with lawyer
  - iii. Wild Apricot Vote of membership
  - iv. While this is happening, continue to explore Ann Street
- d. Location comparison document
- i. <https://docs.google.com/spreadsheets/d/1WIXtoCX2HHsFmdqV2hf34gRCaOA8OJyH0m2Jo0dYZsE/edit#gid=0>
  - ii. OM first choice, but continue looking at other locations till ink is dry.
    1. James - if the plans Rabin has for OM Station comes to fruition, then this would be a good move.
- 2. Investment suggestions/eventual credit utilization prep**
- a. Action items for this meeting:

- i. Create list of CD investment and savings account options with fees - 3-5 options to review in October
    - 1. Has this been done? (Sean: no. Can do this in the coming month. Will move to table) - tabled by motion
  - ii. Obtain Dunn and Bradstreet account/credit report - Luke to follow up at Oct Board meeting
    - 1. Has this been done? No, will work on next month
- 3. Orientation/Onboarding committee report (10 minutes)**
  - a. Report from Ken
    - i. Acquired someone to work on this, Erik Anderson - has met with Ken and James. He is still trying to lay out what he wants to do.
- 4. Shop improvement day: October 21 from 9am to 2pm**
  - a. Action items for this meeting:
    - i. assemble a more complete task list
      - 1. Has this been done? Yes:
        - <https://docs.google.com/document/d/1p9HwmSKGCERvwerE0qd4piGwHU-9pJVBlzvnAnO1IAo/edit>
    - ii. solicit member involvement - James will do this, also poke area captains to speak to members
      - 1. Has this been done? - No
      - 2.
- 5. UWCU account signers transfer (5 minutes)**
  - a. Action item for next meeting: John Eich needs to call UWCU to set up a time to remove himself and add Grant and Sean as new signers on our checking and savings accounts.
    - i. Has this been done? Sean filed DFI paperwork via Numbers for Nonprofits - found and shared on Slack.
    - ii. What's the next action? Schedule a time with UW. Sean will call and ask if John E needs to be there.
- 6. Update: Domain registration transfer (5 minutes)**
  - a. Domains have been transferred to Hover.
  - b. What are the next actions?
    - i. Coordinate with IT committee about how to handle email aliases and G Suite integration
    - ii. Schedule time to complete G Suite integration
    - iii. Revisit calendar integration workflow once G Suite integration is complete.
- 7. Review: Milwaukee Maker Faire on Sept 28-30**
  - i. How did this go?
    - 1. Went well, could have used more space, had less than expected.
    - 2. Sylvia's notebooks were an enormous hit - YAY Sylvia for the work you have put into this and Willy Street Fair!!
    - 3. What would we want to change for next year
      - a. Better placement/more space - can we control that?

- b. Continue to solicit/ commission items for the booth - fresh items and interactive items, demos, etc that will involve visitors.
  - c. Get members to provide an adequate amount of business cards if they donate items for those people who express interest in purchasing works.
  - d. Recruit people sooner
  - e. Business card/ free items future in the booth in order to draw people in
4. Next event
- a. Mini Maker Fair - May
  - b. Geek Craft Expo - Spring show now at Turner Hall in Milwaukee. Fall will be in Madison.

## New business

### 1. Bylaws Review (30 min)

- a. Action for this meeting: Identify clauses in need of update and collect suggestions for how to update them.
  - i. <https://drive.google.com/open?id=1Qs-g2CMR2FVnqHLagiJagrFmDLv4D-TRk64ploKUNv4>
  - ii. Tabled to next meeting via motion and vote.

### 2. Suggestions for formalizing our purchase process:

- a. Though the board has been operating in this way for as long as I can remember, I would like to see it established as formal policy in the wiki:
  - <https://docs.google.com/document/d/1FLUPLGg0d-D21oRV375PkEsiX1xHaCdTIdaeQgDht1U/edit>
- b. See Purchase Authority in above doc for specifics
  - i. John E - \$20/Area Captain to low
  - ii. James would like to discuss this more since the above doc does not reflect what was previously discussed.
  - iii. We need to review this doc and get it into the Wiki so members know what the procedure is for obtaining new items.
    - 1. Desire to ensure our procedures are in writing due to potential chaos created by move.
    - 2. Board review the above doc, come to next meeting prepared to talk about it, suggest changes, etc.

### 3. Mission statement, goals, and long-term vision (5 minutes)

- a. What are our 3 most important goals in the next 5 years?
  - i. Motioned to table - passed

### 5. Review: Member potluck: October 13 from 3pm to 6pm

- a. How did it go? - more food than people expected
- b. What can we do better for the next one?



- i. RSVP next time, less food, cheaper food - stick with basic potluck pass a dish
- ii. Next on in Jan - more advertising, send out a sign up sheet with RSVP

#### **6. Public Slack channel request.**

- a. We have had requests from several 'long time guests' for being able to coordinate events, and participate on slack. I'd like to discuss if a single 'public' channel is appropriate, which guests could request to be added to as 'single channel guest' accounts.
  - i. #public
  - ii. 20 people in it, no post
  - iii. People transitioned off membership list, in addition to long time members, moved to it so they could continue to participate with members.
  - iv. Luke suggest establishing a procedure to bring request for long time members to the board for a vote on adding them to this channel.
  - v. Sean - Can we add them to general?
  - vi. James - concern for more noise- so people are ignoring, and missing information.
  - vii. Slack introduction as part of onboarding
  - viii. If we add people to general - establishing rules
  - ix. Can members petition to invite people to a #public channel? - Ease into the process, limit noise, if useful, can expand later. Would provide access to direct message.
  - x. First vote - do we want to allow non-members, petitioned by the board, into slack as if they are any other member. Passed

**Meeting adjourned at: 2107**